

STATE OF COLORADO

DEPARTMENT OF LOCAL AFFAIRS DIVISION OF LOCAL GOVERNMENT

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MEMORANDUM

Date: December 14, 2007
To: CRS Title 32, Article 1 Special Districts
From: Terri L Maulik, District Election Specialist
Subject: 2008 Special District Election Manual

The enclosed **2008 Special District Election Manual** ensures that each district has the information needed to conduct or properly cancel its May 6, 2008 regular biennial election. The provision of this *manual*, however, is not to be construed as legal advice. Designated Election Officials (DEO) must bear the burden of monitoring for rules, forms, and legislative revisions that may affect the conduct of their election.

The *manual* is divided into multiple sections that include an Election Calendar, CRS Title 32, Article 1, Parts 8 & 9, CRS Title 1, Secretary of State Rules, Contact Information, and Sample Documents and Forms. Tab 6 of the *manual* provides districts information regarding TABOR, Article X, Section 20 of the Colorado Constitution. The entire *manual* is available on the enclosed CD. However, to monitor for changes or revisions to the manual, please bookmark DLG's election webpage <http://dola.colorado.gov/elections/>. Furthermore, DEO's will want to monitor the Secretary of State's website for Title 1 legislative and/ or rules updates by going to <http://www.elections.colorado.gov/>.

The **Election Calendar** provides an overall timeline of the election and can serve as a guide for proceeding through the entire process. The calendar includes the deadline by which a specific task is to be completed, the related statute or rule that you'll need to read, and the page number of the associated form or sample document. The calendar will be your most valuable tool in the conduct of your election.

CRS Title 32, Article 1, Parts 8 & 9 are specific to the conduct of special district elections and compliancy filings. If you have questions regarding this title, please contact the Division of Local Government at 303-866-2156.

CRS Title 1, Articles 1-45 is the "Uniform Election Code of 1992." It is this code, along with parts of CRS Title 32, Article 1, which dictates the planning, implementation, and conduct of your election. The Secretary of State has the power and duty to enforce the provisions of this code and make uniform interpretations of this code.

You will find the **Secretary of State (SOS) Rules** are another crucial tool in the successful conduct of your election. SOS Rules are to be used in conjunction with the election laws to insure that your election is compliant and efficient. The Secretary of State is legally authorized to promulgate, publish, and distribute rules necessary for the proper administration and enforcement of the election laws. If your district is unclear with regard to the election code or the SOS rules, please contact the Secretary of State's office directly at 303-894-2200 and indicate that you are calling with questions on the code and/or SOS rules.

There are a multitude of **Forms and Sample Documents** that can aid a DEO in meeting a district's statutory requirements. The Division of Local Government (DLG) developed sample forms as a convenience to special districts. The sample forms were written using relevant statutory citations, rules, and guidance from other election professionals. Districts are encouraged to use the provided forms. No district is **required** to use all of these forms. However, a district wanting to develop its own forms may wish to consult with legal counsel. Procedural instructions have been included at the bottom of many of the forms for your convenience.

Staff in the Division of Local Government is available to provide technical assistance throughout the election process. In addition, DLG staff will be available on Election Day, Tuesday, May 6, 2008 from 7:00 AM to 7:00 PM to offer phone support to districts. Please call (303) 866-2156 if you have any questions or concerns.

In addition to this *manual*, the division has created a *listserv* for special district officials. Please go to the election website and sign up for our email notification program. The election *website* offers special district officials links to important data, the revised statute and rules, as well as to updated forms. For more details, please visit us at <http://dola.colorado.gov/elections/>.